

INDIVIDUAL CHANGE APPLICATION (PRLS)

RE 266 (Rev. 6/02)

NOTICE

Please read RE 254 and information on reverse side before completing this application.

TYPE OF CHANGE [CHECK APPROPRIATE BOX(ES)]

- | | |
|---|---|
| <input type="checkbox"/> CHANGE OF MAIN OFFICE ADDRESS | <input type="checkbox"/> CHANGE OF DESIGNATED AGENT |
| <input type="checkbox"/> CHANGE OF LICENSEE'S PERSONAL NAME | <input type="checkbox"/> CHANGE MAILING ADDRESS |
| <input type="checkbox"/> ADD/DELETE FICTITIOUS BUSINESS NAME | <input type="checkbox"/> CANCEL LICENSE |
| <input type="checkbox"/> ISSUE DUPLICATE LICENSE CERTIFICATE — \$10 (See "duplicate license" on reverse side.) | |

PRLS INFORMATION

1. LICENSEE'S NAME (LIST AS SHOWN ON LICENSE CERTIFICATE.)

2. ID#

3. NEW PERSONAL NAME

4. MAIN OFFICE ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

5. MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX, CITY, STATE, ZIP CODE)

6. DO YOU RESIDE IN CALIFORNIA?

☐ YES ☐ NO IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

7. FICTITIOUS BUSINESS NAME (CHECK EITHER ADD OR DELETE; ENTER DBA EXACTLY AS SHOWN ON FICTITIOUS BUSINESS NAME STATEMENT)

☐ ADD
☐ DELETE

☐ ADD
☐ DELETE

8. BUSINESS TELEPHONE NUMBER

9. RESIDENCE TELEPHONE NUMBER

10A. NAME OF NEW /EXISTING DESIGNATED AGENT (FOR LOCATION LISTED ON 10C)

☐ NEW
☐ EXISTING

(CHECK ONE)

☐ RE 256 ON FILE
☐ RE 256 ATTACHED

ID# — FOR DRE USE ONLY

10B. NAME OF FORMER DESIGNATED AGENT

ID# — FOR DRE USE ONLY

10C. DESIGNATED AGENT WILL SUPERVISE AT: (STREET ADDRESS, CITY, STATE, ZIP CODE)

11. SIGNATURE OF PRLS LICENSEE

DATE

**FOR DRE USE ONLY**

BOND APPROVED

BOND NUMBER

CONTRACT APPROVED

ID#

EFFECTIVE DATE

EXPIRATION DATE

COPY TO CONTRACT REVIEWER

DATE MAILED

PROCESSOR'S #

General Information

- ✓ **This form is for individual license changes only.**
- ✓ Complete all requested information on the front of this form.
- ✓ Additional information, documents or fees may be required with certain changes; please read the following information and PRLS Licensing Information (RE 254) before completing and submitting this form.
- ✓ Effective August 1, 1998, all prepaid rental listing service licensees will be required to submit proof that they have legal presence in the United States in order to obtain an original or renewal license. This information can be submitted at any time during a licensee's two year license term, but it must be received before a renewal license can be issued. All licensees are encouraged to submit this information as soon as possible to avoid delays at the time of renewal. The proof of legal presence document (i.e., birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205) before a license will be issued. Please refer to that form for further instructions.
- ✓ Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- ✓ If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Bond Information

If you are changing your name or the main office address submit a rider to the existing bond showing the changes. (Refer to RE 254 for bond and/or rider information.)

Contract Information

If you are changing your name, the main office address, adding/deleting an additional location or adding/deleting a fictitious business name submit an amended contract for approval.

Fictitious Business Name

- Submit a certified (filed) copy of the Fictitious Business Name Statement as filed with the county clerk where the your principal place of business is located.
- Prior to filing your Fictitious Business Name Statement with the county, you may wish to contact a local DRE district office, or check our Web site (<http://www.dre.ca.gov>) to determine if the name is already in use.

Change of Personal Name

- Submit copies of court documents, marriage certificates, etc., to substantiate name changes.
- The name shown on the license certificate is the only name the you are authorized to use in PRLS activities.

Duplicate License

A fee of \$10 is required for the following transactions:

- To replace an existing or lost license certificate;
- To obtain an updated license certificate following a change of main office or mailing address.

A license certificate is automatically generated for the following transactions without a duplicate license fee:

- Requests for personal name change.

Mailing Information

Submit this form and other appropriate documents (rider to bond, FBNS, court documents, etc.) to the following address:

Mail To: Department of Real Estate
P.O. Box 187000
Sacramento, CA 95818-7000
